



# **Supplemental Packet for:**

## **Use Permits**

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## **DESCRIPTION OF ITEMS**

The items identified on the Planning Application form appear below, in alphabetical order, with a more detailed description. NOTE: Font size for all notes on 8 ½ " x 11" reductions must be **at least 6 point.** Drawings shall use black, continuous lines and bear the mark of the registrant responsible for the documents. Drawings shall be un-bound and un-mounted. Please consult with the Planning Staff at 350-8331 if you have any questions.

**Building Elevations:** black and white: Elevations include black and white line drawings of all four sides of all building(s) proposed, showing the grade, major dimensions, exterior materials and architectural character. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

**Building Elevations, colored:** Elevation drawings shall indicate shade and shadow, and landscaping within 25 foot of the building. 24" x 36" color elevations may be in the form of an electronic media, black-line print colored with pencil, magic marker or similar media. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

**Building Sections:** A blackline plan, drawn to scale and fully dimensioned showing the spaces, walls, floor, slab, roofs, partitions, doors and windows, building structural elements, vertical circulation, other major elements of building design, floor to floor dimensions, and mechanical equipment, in relationship to parapet.

**CD - Electronic Documents:** All required drawings must be 24" x 36" **AND** 8.5" x 11" (letter size) and submitted electronically on a cd. PDF format preferred. Any request identified with an "\*" may be required to submit drawings on cd subject to staff's review. If required, staff will contact the applicant requesting this item.

**Floor Plans:** Schematic drawings of each floor of each building in a blackline format with all dimensions shown.

**General Plan Maps:** A black and white graphic illustrating the existing zoning and the existing and proposed land use and density designations for the subject property (identified) and surrounding properties.

**Landscape Plan:** A blackline plan showing the trees, ground covers and vines by size, quantity, names and general location, include a separate plant legend. Indicate conceptual locations of site lighting. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

## DESCRIPTION OF ITEMS (continued)

**Letter of Explanation:** A letter from the applicant to the appropriate Board/Commission explaining the project. The Letter of Explanation varies in content with each request and each element must be thoroughly addressed. See cover page on the supplemental packet associated with your request(s) to locate the required letter contents within the packet. All letters must be signed by the applicant or representative.

**Material Sample Board:** 8.5" x 14" x 1" maximum dimension. Provide samples of exterior building materials and paint samples ("keyed" to the building elevations). Display samples on a foam core board / base. Include information about the project name, address, architect/designer, material, manufacturer, name of material, Light Reflectance Value (LRV) for paints.

**Neighborhood Meeting Requirement:** Applicants are responsible for organizing a neighborhood meeting when the property is located within 300' of a residential use, for requests that include variances, development plans when a public hearing is required, planned area development overlays, zoning map amendments, and general plan map amendments. **NOTE: A neighborhood meeting is required prior to processing your request.** Review the requirements found in the Zoning and Development, Sec. 6-402 and within the supplemental packet. Evidence shall be provided to staff verifying that the neighborhood meeting requirements were met. This includes a copy of the dated letter sent, and visual evidence of the meeting sign with posting date.

**Ownership/Tenant List:** Includes names and mailing addresses of the property owner(s), and names and mailing addresses of all tenants within the subject area boundary. Correct Zip Codes must be shown for each address.

NOTE: The Applicant must submit a signed Affidavit of Public Hearing Notification for Property Ownership List and Map. See cover page on the supplemental packet associated with your request(s) to locate the affidavit form.

**Photographs/Graphics:** A series of context graphics, plans or photographs that show the relationship of the subject site (identified) to surrounding properties. Requirements vary with each request. Contact staff to determine requirements such as media, location(s), and quantities.

**Preliminary Grading & Drainage:** A blackline plan, fully dimensioned showing the location of retention areas, slope and depth, cross sections, flow patterns, and top of curb. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

**Project Submittal Form:** The required project and applicant information on this form must be completed, signed by the applicant, and submitted with all other required items listed on the Planning Application / Checklist.

## **DESCRIPTION OF ITEMS (continued)**

**Sign Drawings:** Sign drawings with the following items must be submitted.

- Two copies (one in color)
- One 8 ½" x 11" matte finish PMT (or original laser print) with 6 point font. NOTE: All documents shall have black continuous lines on a white background which provide a crisp clean image when copied.
- Drawings must be to scale and indicate the following for each sign proposed:
  - Exact lettering styles to be used
  - All sign copy
  - True sign colors
  - Method of illumination
  - Number of sign faces
  - How sign will be mounted
  - Height of sign
  - Dimensions of sign
  - Sign area
  - Sign materials
  - Accurate building elevation showing where sign(s) will be located on the building.

**Site Plan:** A blackline plan with site data (see Site Data Required on Page 5), showing the proposed configuration for buildings, parking, walkways and landscaped areas on the property. Other site plan information may be required for the following application types:

- **Planned Area Development Overlay:** The site plan requires a comparison chart of the modified standards from the previous standards. Larger PAD sites may require additional sheets in order to provide all information in a legible format for final reductions (8½" x 14" photo reduced positive). In addition, a PAD cover sheet with specific details of the site (see PAD Cover Sheet Example) is required and shall be placed before the site plan drawings.
- **Signs:** If applying for a sign Variance or sign Development Plan Review, the site plan must also show where the sign(s) are located on the property.
- **Use Permit:** 24" x 36" site plans are not required when submitting for a Use Permit. However, the 24" x 36" site plan may be required subject to staff's review. If required, staff will contact the applicant requesting this item.

**Subdivision/Condo Plat:** A blackline plan in engineered format, showing all property lines to be created. Refer to Tempe Subdivision Ordinance 99.21 for details & contact Engineering Department, Land Services Division at 350-8200. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

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**SITE DATA REQUIRED**

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- A. Submitted by (name, address, phone).
- B. Project Name.
- C. Site Address.
- D. Scale, North arrow. (up or right)
- E. Location Map, oriented the same direction. (north up or right)
- F. Property lines/lease lines/phase lines.
  - 1. Fully dimensioned
  - 2. Street R.O.W./alleys/easements
  - 3. Setbacks
- G. Legal Description.
- H. General Plan Projected Land Use and Projected Density.
- I. Zoning (existing and proposed).
- J. Parcel Size (net & gross)
- K. Building area, % of lot coverage, height of bldg., number of stories.
- L. Type of construction per Building Code.
- M. Whether proposed building will be equipped with an automatic fire extinguishing system.
- N. Proposed uses.
- O. Number and type of residential units, if applicable.
- P. Density, if applicable.
- Q. Parking required and provided, (tabulate per use/area excluding thickness of exterior walls)
- R. Landscaping on-site, required and provided by % of site. (also indicate landscaping proposed in right-of-way)
- S. List all use permits, variances requested, or for PAD Overlay Districts, provide a comparison chart of the proposed development standards with the code standards. (see "Letter of Explanation" on Page 2)
- T. Closest fire hydrant.
- U. All existing and proposed refuse enclosures.
- V. All streets, medians and driveways (both sides of street) within 125' of property.

## **PROCEDURE AFTER SUBMITTAL**

**Preliminary Discussion:** Preliminary Site Plan Review is intended to acquaint the prospective applicant with the requirements of the Zoning and Development Code ("ZDC"), General Plan, and other relevant city policies and regulations. Applications may be requested by the applicant for any matter, but the Preliminary Site Plan Review is required for annexations, general plan amendments, PAD overlays, zoning map changes, and subdivisions prior to formal application. .

**Scheduling on Agenda:** Applications will be scheduled for a regular meeting with the appropriate decision-making body only when all required materials have been received.

**Staff Report:** A staff report on each project will be available on the Friday preceding the regular meeting. This will be mailed, along with a copy of the Agenda, to both the "owner" and "applicant" as listed on the Project Submittal Form and Planning Application, unless staff is requested to hold for pickup in person.

**Officer/Board/Commission Meeting:** All meetings are held at the Tempe Municipal Building in the City Council Chambers at 31 E. Fifth Street, unless otherwise noted. The Officer / Board / Commission may approve, deny or continue any case with modifications, according to the procedures set forth in the Zoning and Development Code. Check the Submittal Deadlines and Hearing Dates schedule for dates and time of meetings. **The applicant MUST attend or be represented in person, even if the request is proposed for the consent agenda by both staff and decision-making body.**

**Action Letter:** A letter describing the decision-making bodies action will be sent to both "owner" and "applicant" after the meeting.

**Appeal:** If the decision-making body denies the request, the applicant may file a formal appeal or that action is final. To do so, a written appeal should be submitted to the Development Services Department or City Clerk by 5:00 pm, with a copy and appropriate fee made payable to the "City of Tempe", within fourteen (14) calendar days of the action.

**City Council Hearing(s):** If your request includes a General Plan Amendment, Zoning Map Amendment, Planned Area Development Overlay, or Historic Overlay District, your request will be forwarded to City Council. Most cases will hold an "introduction and first hearing" at Council. This is a legal formality which sets the 2<sup>nd</sup> Public Hearing (action) date at least 2 weeks later. (The applicant need not attend the introduction, but will receive a staff report in the mail.) Some cases will not require a public hearing (only a hearing), and thus do not need introduction. **The applicant MUST attend the (public) hearing or be represented in person, even if the request is proposed for the consent agenda by both staff and Council.**

Note: Public information sheets on various special aspects of the above process, in addition to copies of the Zoning and Development Code and Subdivision Ordinances and the Tempe General Plan are available at the Development Services Department.

## **AFFIDAVIT OF PUBLIC HEARING NOTIFICATION FOR PROPERTY OWNERSHIP LIST AND MAP**

For all applications requiring a public hearing, it is the responsibility of the applicant to provide all current and complete property ownership and tenant information for the subject property. Based on the applicant's submitted information, the City of Tempe will provide a notification map and mailing list for all parcels within the 300 feet radius public. The City of Tempe uses the Maricopa County Assessor's parcel data for compilation of this list. The applicant acknowledges that the information provided as a courtesy by the City of Tempe is only as accurate, as the applicant's submitted information, and that of the Maricopa County Assessor's Office.

For compliance, please refer to Section 6-404 of Tempe Zoning and Development Code. Current tenant information for all parcels may be obtained from the current property owner or their designee. Additionally, for timely processing of the application, further mailing requirements are explained on the reverse side of this affidavit.

**NOTE:** By signing this affidavit, the applicant (or its representative) shall not hold the City of Tempe responsible for any inaccuracies to the property ownership information which may cause delay in proper processing. If tenant information is required, signing this affidavit assumes the applicant (or its representative) is responsible to provide accurate and complete tenant information for the notification process, and any incorrect or incomplete information could cause delay in the proper processing of the application.

### **Zoning and Development Code, Part 6, Chapter 4, Section 6-404, C (4), in part states:**

The Development Services Department or the City Clerk shall issue public notices for all types of hearings under this Code as follows:

4. Mailing a hearing notice not less than fifteen (15) calendar days prior to the date of the initial hearing to:
  - a. The applicant or representative and owners of the subject property;
  - b. All property owners of record within three hundred (300) feet of the subject property which are included on the mailing list submitted by the applicant;
  - c. The chairperson of the registered neighborhood association(s) and home owners association(s) within the vicinity of the project;
  - d. All tenants, within the boundary of the subject property(ies); and
  - e. Mailing of hearing notices does not apply to Zoning and Development Code text amendments.
5. If notification is required for a public hearing with City Council, the City Clerk shall submit for publication in the official newspaper the request, at least once, fifteen (15) days prior to the meeting. If a Tempe City Code amendment is involved, the City Clerk shall comply with the requirements of the City Charter.

I have read and understand the foregoing information and requirements, particularly Section 6-404, Tempe Zoning and Development Code, and assume all liability and responsibility of the applicant for compliance with these requirements. The applicant hereby agrees to indemnify, defend and hold harmless the City of Tempe, its officers, agents and employees from any claims, demands, damages, fines, all costs, all fees and all expenses incurred in connection therewith, arising directly or indirectly out of the information provided for the vicinity ownership map, ownership/tenant list and any other information provided for compliance with Section 6-404, Tempe Zoning and Development Code.

**NAME:**

\_\_\_\_\_  
(PRINT NAME OF APPLICANT OR AUTHORIZED AGENT)

**SIGNATURE:**

\_\_\_\_\_  
(APPLICANT OR AUTHORIZED AGENT)

**DATE:**

\_\_\_\_\_

## INSTRUCTIONS FOR TENANT LIST

### Tenant List

1. Submit Tenant's name, address, suite number, city, state and zip code as a hard copy and electronically in a spreadsheet format on Microsoft Word or Excel.
2. Font should be all CAPS.
3. 5-digit ZIP code required, 9-digit ZIP code optional.
4. Street and State designation abbreviations acceptable.
5. Submit a hard copy of the list. See example below.

TENANT LIST

NAME	ADDRESS	CITY	STATE	ZIP
JOHN'S SHOE REPAIR	111 S MCCLINTOCK DR #401	TEMPE	AZ	85281
SANDWICH SHOP	4285 E LIBRA DR #100	TEMPE	AZ	85282
NAILS BY MARY	61 N SCOTTSDALE RD #204	TEMPE	AZ	85284



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## LETTER OF EXPLANATION

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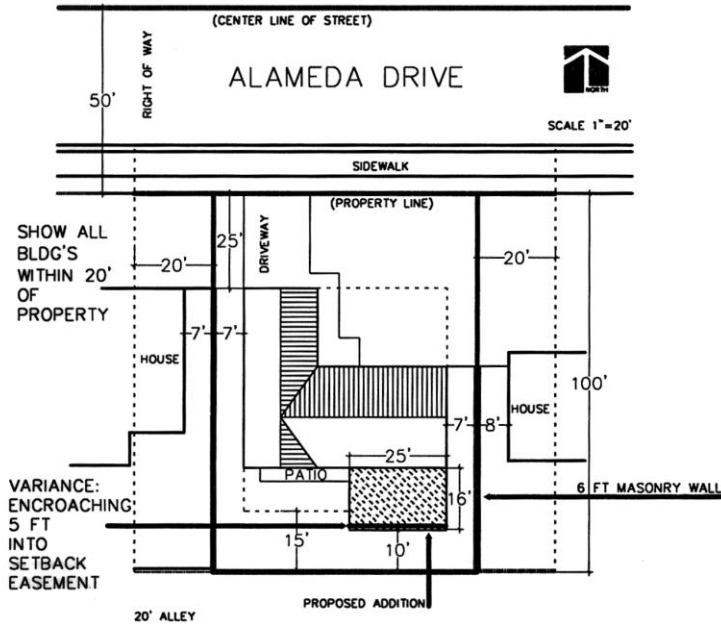
### USE PERMIT

The letter must describe the use, or if a business, describe the operation, hours, number of employees, customers, etc. and how it will affect the surrounding area. The letter **must** include justification that shows the proposed use will:

- a. not cause any significant vehicular or pedestrian traffic in adjacent areas, and
- b. not cause any nuisance (odor, dust, gas, noise, vibration, smoke, heat or glare, etc.) exceeding that of ambient conditions, and
- c. not contribute to the deterioration of the neighborhood or be in conflict with the goals, objectives and policies of the City, and
- d. be compatible with existing surrounding structures, and
- e. not result in any disruptive behavior which may create a nuisance to the surrounding area or general public.

## SUBMITTAL EXAMPLES

### Typical Site Plan (Residential)

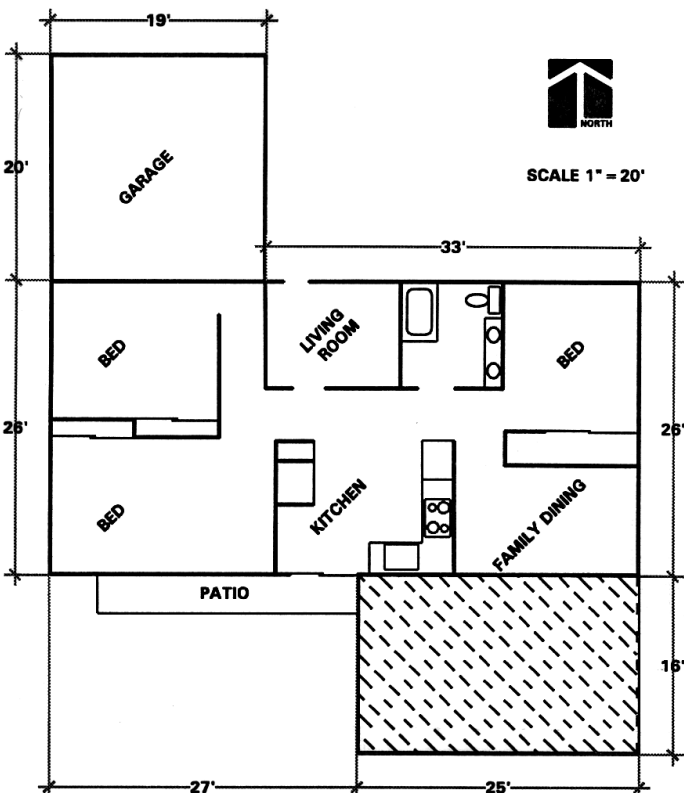


### REQUIRED INFORMATION:

#### SITE DATA

Zoning	R1-6
Lot Area	6800 sq.ft.
Existing House Area	1966 sq.ft.
Proposed Addition	400 sq.ft.
Street R/W	50'
Alley Width	20'
Setback Required	7' side yard 25' front yard 15' rear yard 10' rear yard
Setback Requested	

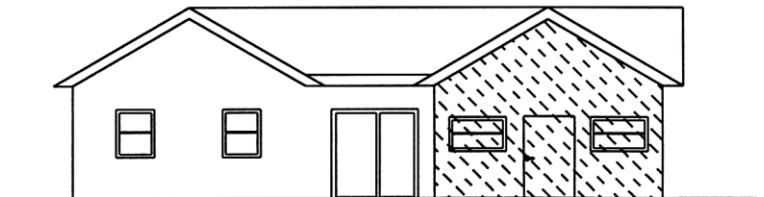
### Typical Floor Plan



### Typical Elevation (4 required)

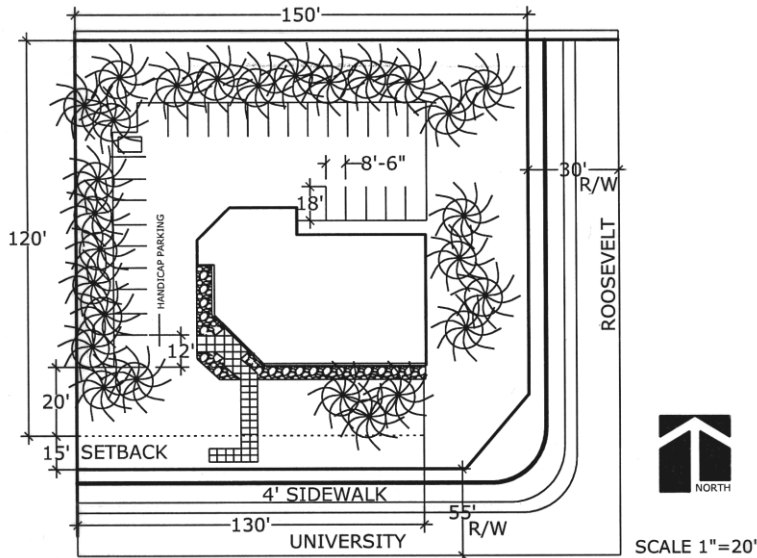
 INDICATES BUILDING ADDITION

SCALE 1" = 20'



## SUBMITTAL EXAMPLES

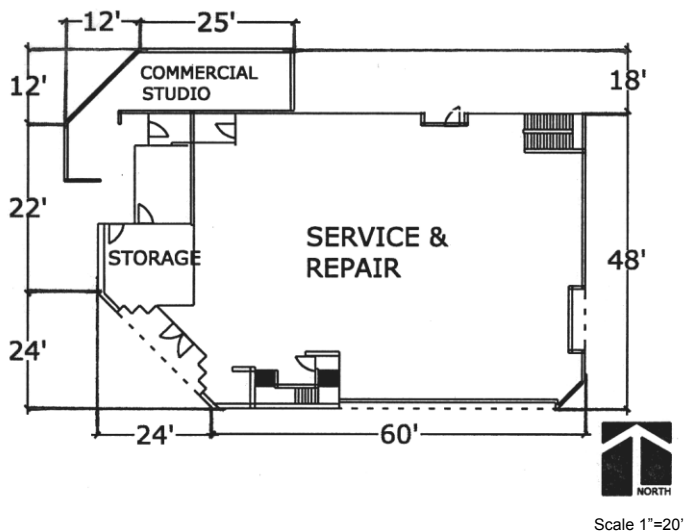
### Typical Site Plan (Commercial)



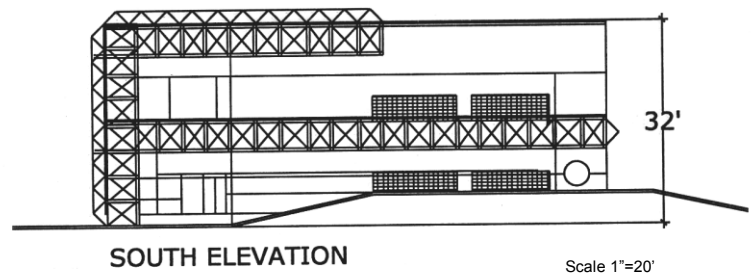
### SITE DATA

Zoning	CSS		
Size Area	19,000 sq.ft.		
Site Coverage	21%		
<u>Building</u>	<u>Use</u>	<u>Sq.Ft.</u>	<u>Pkg. Req.</u>
Lower Level	Storage	2630	5.26
Ground Level	Bus., repair		
12.10			
	Bus., studio	4000	3.90
Upper Level	Retail	3120	12.48
Total		9750	33.74 spaces
Parking Provided			28 spaces

### Typical Floor Plan



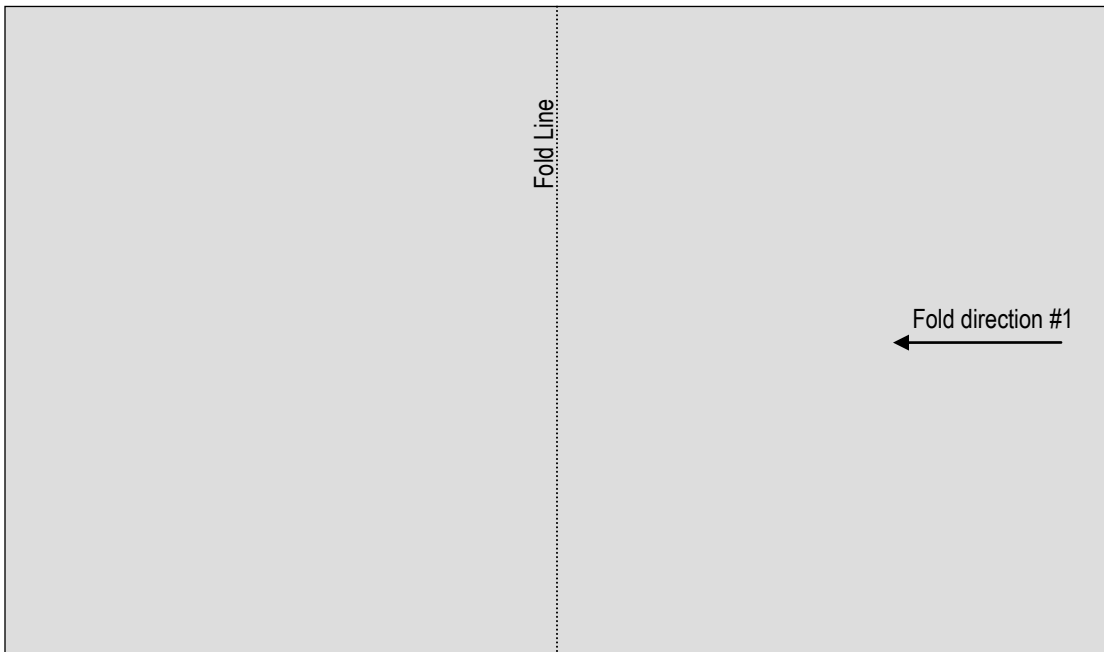
### Typical Elevation (4 required)



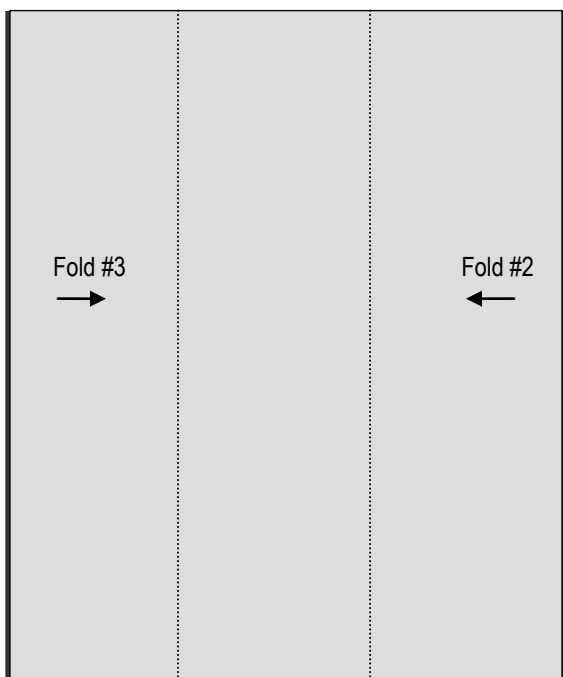
## FOLDING GUIDELINES FOR PLANS

APPLICANTS SUBMITTING FULL SIZE DRAWINGS (24"x36") TO THE PLANNING DIVISION SHALL PROVIDE ONE ROLLED SET AND ONE FOLDED SET INCLUDING REVISIONS, AS INDICATED IN THE DIRECTIONS.

- 1). For each 24"x36" individual sheet, flip plans face down and fold in half, right to left.



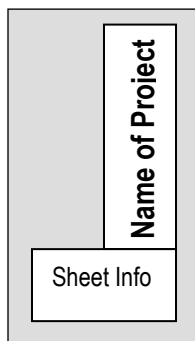
- 2). Next, fold plans into thirds from each edge, right side then left side.



- 3). Then, flip plans over and fold the top portion down in half.



- 4). After flipping the plans over the finished results should display the lower right portion of the plans, which may include title block and project information.

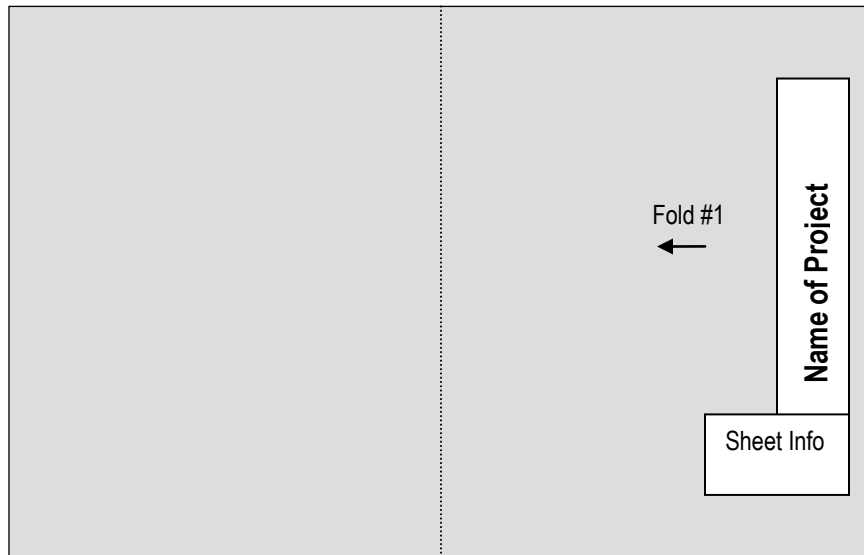


## FOLDING GUIDELINES FOR PLANS

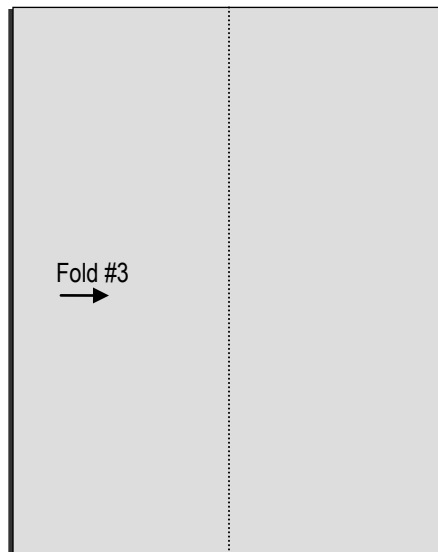
(11" x 17" Reduction Sets)

WHEN REQUESTED BY THE ASSIGNED PLANNER, APPLICANTS SHALL SUBMIT REDUCTION SIZE DRAWINGS (11"x17") OF ALL PLANS INCLUDING COLOR RENDERINGS TO THE PLANNING DIVISION, AS INDICATED IN THE DIRECTIONS.

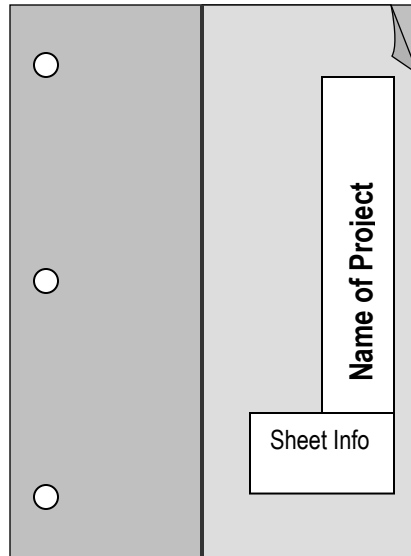
- 1). For each 11"x17" reduction set, provide a "Z Fold", by first folding the plans in half:



- 2). Then fold the right half of the plans back where the project title information is visible:



- 3). Plans should be collated into complete sets and three-hole punched.  
Finished results:



NOTE: Planning staff typically requests 12 sets of the 11x17 reduction plans, which are provided to the applicable decision-making body for review.